

## OFFICE OF CONGRESSIONAL AFFAIRS

### Routing Slip

	ACTION	INFO
1. D/OCA		
2. DD/Legislation		
3. DD/Senate Affairs		
4. Ch/Senate Affairs		
5. DD/House Affairs		
6. Ch/House Affairs		
7. Admin Officer		
8. Executive Officer		
9. FOIA Officer		
10. Constituent Inquiries Officer		
11.		
12.		

SUSPENSE

\_\_\_\_\_  
Date

Action Officer:

Remarks:

\_\_\_\_\_  
Name/Date

---

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/OCA		X		
14	D/PAO		X		
15	D/PERS				
16	D/Ex Staff		X		
17	ES		X		
18	D/ES		X		
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

  
Executive Secretary

19 Jan '88

Date

3637 (10-81)



Executive Registry

88-0164X

Office of the Attorney General

Washington, D. C. 20530

OCA FILE

OGA

14 January 1988

MEMORANDUM FOR MR. DONALD P. GREGG  
Assistant to the Vice President  
for National Security Affairs

MR. MELVYN LEVITSKY  
Executive Secretary  
Department of State

COLONEL WILLIAM M. MATZ  
Executive Secretary  
Department of Defense

PAUL S. STEVENS  
Executive Secretary  
National Security Council

MR. L. WAYNE ARNY  
Associate Director, National Security  
and International Affairs  
Office of Management and Budget

MR. H. LAWRENCE SANDALL  
Executive Secretary  
Central Intelligence Agency

RADM JOSEPH C. STRASSER  
Executive Assistant to the Chairman  
Joint Chiefs of Staff

FROM:

JOHN N. RICHARDSON, JR.  
Assistant to the Attorney General  
and Chief of Staff

*John Richardson*

SUBJECT:

Chief of Staff at the Department of Justice

Effective 15 January 1988, Mark R. Levin will assume the duties of Chief of Staff replacing John N. Richardson, Jr. Kindly address all correspondence to the Chief of Staff, Department of Justice, accordingly.

I have appreciated the opportunity of working with each of you and know that Mark Levin will perform superbly. Many thanks.